

Duties:

Under the general supervision of the Executive Director, coordinate and oversee Council on Aging programs and services, and direct the operations of the Council in the absence of the Executive Director.

Direct activities at the Stephen Palmer Senior Center by developing, planning, scheduling and evaluating programs to meet the varied needs of elders. Plan and oversee management of programs, scheduling, and space at the Center; supervise volunteer, trip, transportation and Sunday program functions; assist with the oversight and maintenance of the physical plant; respond to emergencies as required; and administer the programs and services of the Council in the absence of the Executive Director.

Plan and oversee a variety of social activities, such as seasonal and theme parties and special functions, in order to attract a broad range of visitors to the Center; plan and coordinate projects and programs with COA staff, Board members, Town personnel, and community agencies; and oversee the publication of the COA newsletter (The COMPASS), on a monthly basis, including researching and writing articles, desk-top publishing, and distribution.

Provide supportive counseling to senior citizens and their families by identifying appropriate agencies and services to meet their routine and emergency needs, referring them to agencies or services, and/or consulting with other providers, as appropriate.

Oversee the recruitment, training, scheduling, supervision and evaluation of volunteers for programs and services with the elderly; plan, coordinate and oversee volunteer recognition; and maintain appropriate volunteer records.

Perform daily, on-going financial operations in support of the Council on Aging such as bill paying, general bookkeeping, payroll processing, and supply ordering; attend and participate at Council on Aging Board meetings; attend professional workshops and seminars as authorized or directed by the Executive Director; and perform other related duties as required.

Basic Knowledge:

Duties require extensive knowledge of gerontology and human services acquired through four years of college level study, or equivalent. Basic word processing and spreadsheet capabilities are required.

Experience:

The position requires three years experience in the delivery of human services, preferably in a senior citizen environment.

Independent Action:

Incumbent functions independently within department policies and plans, referring to the Executive Director on major programming, expense or public relations issues.

Supervisory Responsibility:

Directly supervise up to 2 full-time equivalent staff, and provide indirect supervision over 500 volunteers.

Physical and Environmental Standards:

- Frequent periods spent in non-office environments, including Senior Center programming activities.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc. and moving of furniture
- Some travel by personal automobile to neighboring towns.

ASSOCD.